



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**

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Update  
Formal Review

**Date Submitted** \_\_\_\_\_

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***SECTION I - Identification***

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**Working Title: Transportation Planner**

**Department: Transportation**

**Job Code Number: 193535**

**Division & Bureau: Rail, Transit, &  
Planning – Planning & Policy Analysis  
Bureau**

**Job Code Title: Transportation Planner**

**Section & Unit:**

**Pay Band: 5**

**Work Address: 2690 Prospect Ave  
Helena, MT 59602**

**Position Number: 36118, 36114, 26008**

**Phone: 406-444-9233**

☐ FLSA Exempt ☒ FLSA Non-Exempt

☐ Non-Union ☒ MPEA ☐ Blue Collar

**Profile Completed By:**

Lynn Zanto  
Doug McBroom  
Erin Root

**Work Phone:**

444-3445  
444-7289  
431-7287

***Work Unit Mission Statement or Functional Description:***

The Montana Department of Transportation's (MDT) mission is to serve the public by establishing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Rail, Transit and Planning Division provides a broad range of multimodal planning, program, and data collection and analysis functions that support MDT's efforts to plan for and manage Montana's multimodal transportation system. These activities help officials select projects and provide information for short- and long-range construction and grant programs. The division includes the Data & Statistics Bureau, the Multimodal Planning Bureau, the Environmental Services Bureau, Planning & Policy, Program & Performance Analysis Bureau, and the Grants Bureau.

The Multimodal Planning Bureau develops and implements the programs, processes, systems and planning products necessary to make informed policy and programming decisions in cooperation with

the public, representatives of stakeholder groups, and local, tribal, federal, and state elected and appointed officials. Bureau responsibilities include state rail, highway and urban planning and program administration; the statewide multimodal transportation planning process; air quality; tourism, economic development, trade corridor, and freight planning and programs; transportation demand management programs; and the development of special studies and research products such as reports requested by the legislature.

The Statewide and Urban Planning Section supports and conducts transportation planning in Montana's urban and rural areas. The section ensures that transportation planning and construction programs are consistent with legal requirements, federal guidelines and state law pertaining to transportation plans, programs and projects in these areas. The section administers and supports the use of federal and state construction funds allocated to three large and twelve small urban areas. The section is also responsible for statewide multimodal transportation planning; tourism, economic development, trade corridor and freight planning and programs; urban traffic forecast modeling; and the analysis of economic impacts of proposed highway project and corridor improvements.

The Rail, Air Quality and Studies Section has the responsibility for managing the CMAQ funded programs include the MACI Discretionary and Guaranteed programs; coordinating Division activities related to mobile source National Ambient Air Quality Standards issues, including planning and programming conformity for PM10, CO and PM2.5; managing rail planning activities; administering the Local Rail Freight Assistance program, providing administrative and technical support for the Rail Service Competition Council; coordinating MDT's economic analysis and liaison activities; assisting in the development and implementation of the Division's public involvement processes; tracking and reporting on legislative and hearings of interest to the Division; managing public stakeholder surveys for MDT's long range plan (TranPlan 21); managing the Department's Federal Discretionary grant programs and other multimodal program activities.

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***Describe the Job's Overall Purpose:***

**Economist Modeler emphasis**

This emphasis area is responsible for assisting in the planning functions of the Rail, Air Quality, and Studies Section. This includes performing routine economic modeling; assembling the data needed for economic models and drafting initial reports. Other duties includes assisting with program management of planning processes such as applying for and administering grants and legislatively directed funds. Another responsibility will be assisting with division publications. These positions will report to the Rail, Air Quality and Studies Supervisor (Position 26006).

**Transportation Demand Modeler emphasis**

This emphasis area is responsible for assisting in the planning functions of the Statewide and Urban Planning Section. These positions are responsible for assisting in developing data for transportation modeling, assisting in developing methodologies for forecasting future travel demand models in urban areas. Maintain databases such as employment, land use, etc. for the purposes of developing a travel demand modeling. This position assists in providing travel demand and planning activities to local governments. These positions will report to the Statewide and Urban Planning Supervisor (Position 26046)

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***SECTION II - Major Duties or Responsibilities***

*This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty*

***% of Time***

**Planner II – Band 5 Level 1**

**A. RESEARCH ANALYSIS AND MODELING****50%**

1. Assembles and compiles data from a number of resources and performs various analyses. Manages data inputs for components of economic or travel demand model program and assists with data collection for special projects. Examples could include being responsible for collecting, formatting and reporting on data elements relating to pre-NEPA corridor studies planning or transportation studies, and land use data for travel demand modeling. .
2. Collects targeted specific data sets. Provides quality control through analysis and review of data from initial collection all the way through to report preparation. Data sets include economic projections, freight, air quality, demographics, socio-economic, traffic, rail and other multimodal datasets for the purposes of economic or travel demand modeling. Manages the data collected, understands transportation planning concepts, and provides technical support.
3. Accesses traffic, roadway, and GIS data from numerous MDT sources. Participates in quality control efforts to ensure that these data meet the needs of the section as well as the Rail, Transit, and Planning Division.
4. Reviews draft documents for data accuracy, ensures data is presented in clear and concise manner for public review, assists in development of transportation plans such as community safety plans, corridor studies and other transportation plans develops web sites for public communication.
5. Performs ongoing process or project tracking for transportation studies like corridor studies, safety audits and planning studies. Tracks the Engineering/Construction projects implemented as a result of recommendations from these studies
6. Manages low risk planning projects or processes. These include grant applications, tracking, research's federal and state policies and regulations, and maintaining a database on federal earmarks.
7. Develops draft contract amendments for review. These include amendments for MOU's with private, local and county entities

**B. TRANSPORTATION PLANNING SERVICES****40%**

1. Coordinates surveys with internal and external stakeholders, maintains survey elements, and coordinates meetings with supervisor and bureau chief on content, selection and delivery.
2. Coordinates with external stake holders with grants, special projects and plans conducted within the bureau and section.
3. Provides additional assistance with transportation projects activities as directed by the Section supervisor.
4. Provides technical support for committee meetings and external meetings.
5. Initiates external communications in support of activities, studies, and grants monitored in the section.

**C. OTHER DUTIES****10%**

Performs technical, administrative and other work as assigned by direct supervisor and/or Division Administrator

## **Planner III Band 5 Level 2**

*To be eligible for Planner III, the employee/applicant must be proficient, fully functional and demonstrate the ability to perform all Planner II duties and responsibilities described in this job profile.*

### **A. Transportation Planning Services**

**50%**

1. Assesses corridor requests for applicability and compliance of state and federal statutes: Oversees data analysis for past transportation planning studies such as corridor studies, transportation plans and safety plans, and assist with data collection for new studies.
2. Responsible for planning, developing, documenting managing and updating the data, processes and procedures necessary to perform corridor study analysis, and other transportation studies
3. Conducts quality control and reasonableness checks of data. Develops and prepares annual report of projects conducted as a result of an MDT initiated transportation planning study. This will include costs associated with projects, the locations, what portion of the planning study was addressed with the study, and a GIS representation of the projects.
4. Manages reoccurring planning process or cycles (grant applications). This could include regularly reviewing opportunities for grants such as TIGER grants, EDA disaster grants, and other discretionary grants, or reviewing needs of the communities for transportation modeling. This includes working with internal and external stakeholders, preparing the grant applications, or review and providing any additional information that is requested.
5. Develops original documents for signature: These will include MOUs, MOAs, and Contracts for grants, planning studies, or other documents as needed.
6. Manages low risk planning projects and transportation studies.

### **B. Research Analysis and Modeling**

**40%**

1. Develops research or processes. Will act as lead in research projects, which include using appropriate research methods, developing a literature review, conducting the research, writing and editing the final report.
2. Maintains datasets for web based GIS layers for the section. Works with the data and statistics bureau to develop the layers, and to ensure the data is accessible for transportation planning projects and other needs of the section and the bureau.
3. Participates in review of research materials including research projects for the division, economics, rail, air quality, travel demand modeling, and special studies assigned by the section supervisor.
4. Provides additional assistance with rail, air quality and studies activities as directed by the section supervisor.

### **C. Other Duties As Assigned**

**10%**

Performs technical, administrative and other work as assigned by direct supervisor and/or Division Administrator.

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1. ***The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Research Analysis and Modeling

Duty B: Transportation Planning Services

***The following mental and physical demands are associated with these essential functions:***

**PHYSICAL**

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Occasional travel within the state and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person and over the phone

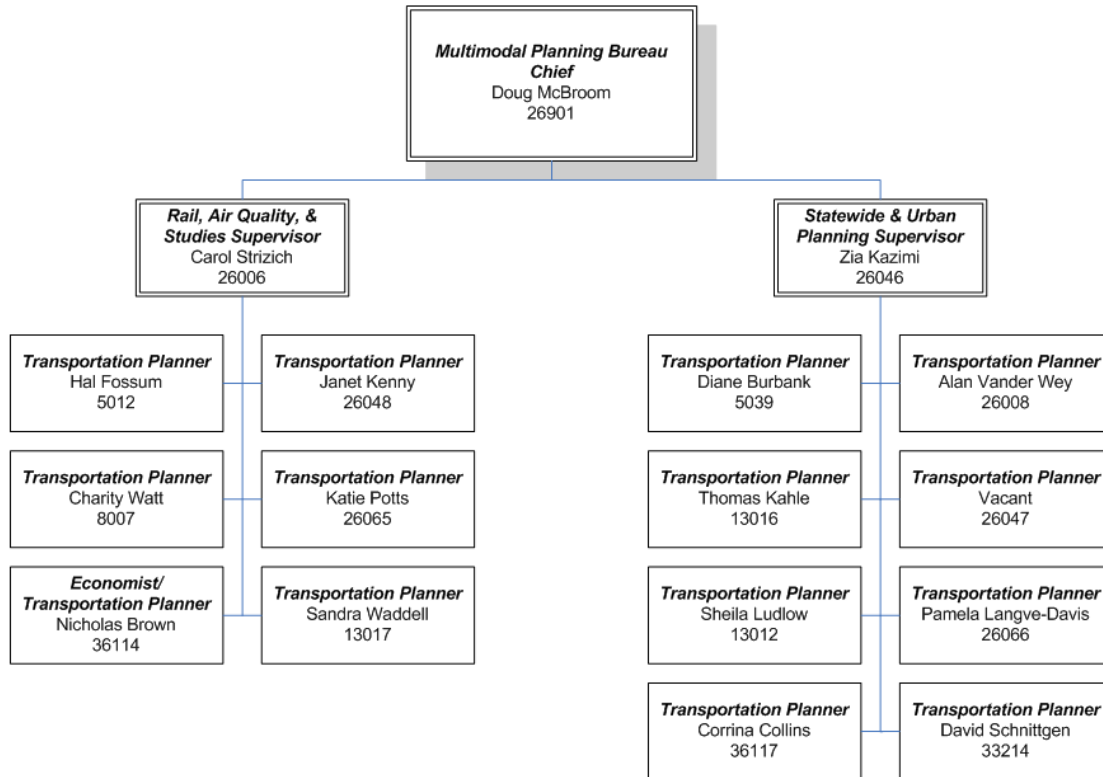
**MENTAL**

- Mediating conflicts between irate and often hostile parties.
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Complex mathematics including statistical analysis
- Comparing data
- Compiling information, Analyzing, Coordinating, Negotiating, Instructing

2. ***Does this position supervise others?***      ☐ Yes      ☒ No

Number directly supervised:                      0

2. ***Attach an Organizational Chart.***




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### ***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

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#### **Critical knowledge and skills required for this position:**

**KNOWLEDGE:** The position requires knowledge of the theories, principles, methods, and techniques of transportation planning, associated mathematical and statistical analysis, and computer and physical sciences. This position requires knowledge of research methods, project management and data management techniques.

#### **SKILLS:**

Skill in written and verbal communication, research, analysis, public involvement strategies, and computer software applications used for data management and analysis, word processing, spreadsheets, publications, GIS/mapping and presentations.

#### **Behaviors required to perform these duties:**

See MDT Core Behaviors

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

*Preferred: BA/BS in Economics, Transportation Planning, Statistics, Mathematics or Geography.*

*Acceptable: BA/BS in the following areas: Geology, Computer Science, Computer Information Systems, Business, Education, Public Administration, Finance, Accounting, Social or Physical Science, Engineering, Land Use Planning or Resource Management.*

**Other education, training, certification, or licensing required (specify):****Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years         |
| <input type="checkbox"/> 1 year                                  | <input type="checkbox"/> 4 years         |
| <input type="checkbox"/> 2 years                                 | <input type="checkbox"/> 5 or more years |

**Other specific experience (optional):**

Preferred is one (1) year of work-related experience

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

**Alternative qualifications include:**

Other combinations of education and related experience may be considered.

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***SECTION IV – Other Important Job Information***

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|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other; Describe                   |

Other information including working conditions such as shifts, lifting requirements, travel or hours.





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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Bureau Chief:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Brent Rabe/Designee

Chief Human Resources Officer  
Human Resources Division

Signature: \_\_\_\_\_ Date: \_\_\_\_\_